



American Embassy, New Delhi, India
Shanti Path, Chanakyapuri,
New Delhi-110021
Phone No. 91-11-24198728
Fax No. 91-11-24198278

Solicitation No. S-IN650-16-Q-0058

Dated: 25th April 2016

Name & address of Offeror

Issued by: GSO/Contracting

You are invited to submit your competitive quote for the supply of "Commuter Bus (Petrol+Manual) vehicle" as per specification provided in Annexure-A". Please submit your quote via email at newdelhibids@state.gov, no later than **1400 hours on 9th May 2016**. Offers submitted on any other e-mail shall not be considered for further evaluation. Please ensure quoted product specification meet or equivalent as per requirement listed in annexure-A. The Offeror must write their name, address and contact phone number on each page. The Contracting Officer shall provide additional information and/or clarifications concerning this solicitation.

Goods - Description

1. Supply of "Commuter Bus (Petrol+Manual) vehicle" as per attached Annexure-A. 1qty

Cost Break Up

- | | |
|---|-------|
| A) Vehicle Cost | _____ |
| B) Offshore Suppliers | |
| b1) freight and insurance up to Inland Container Depot (ICD) New Delhi, India | _____ |
| C) Local supplier | |
| 1) Excise duty % and amount (if applicable) | _____ |
| 2) Central Sales Tax (CST) (If applicable) | _____ |
| 3) Delhi VAT (if applicable) | _____ |
| 4) Freight & Unloading up to Inland Container Depot (ICD) New Delhi, India | _____ |

Total Cost including (A+B) for offshore suppliers _____

Total Cost including (1+2+3+4) (for local suppliers only) _____

→ IMPORTANT INSTRUCTIONS FOR OFFER SUBMISSION:

1. All offshore offers must submit their quote in United States Dollars USD \$.
2. Local offerors can submit their offers in either Indian Rupees (INR) or United States Dollars (USD \$).
3. This will be a firm fixed price Contract with no additional charges for currency fluctuation. The prices shall include all taxes and freight if applicable and delivery up to ICD, New Delhi.
4. On-road (within Delhi) Insurance will be paid by Embassy.
5. **Price:** The price should be on CIF, ICD, New Delhi basis with 'NIL' custom duty. Freight pre-paid up to ICD/TKD (Inland container Depot), Tuglakabad, New Delhi, India.

6. **Custom Clearance & Forwarding:** US Embassy is exempted from custom duty. Custom clearance and forwarding will be done by the Embassy. The vendor will ensure the shipping documents are submitted to the Embassy well in advance for arranging exemption certificate and other documents from MEA before the shipment arrives at ICD, New Delhi.
7. **Excise Duty and Central Sales Tax (CST):** Applicable for vendors operating within India. American Embassy is exempt from the same. Relevant exemption Documents for the same will be provided.
8. **VAT (for local suppliers):** In order to enable the U. S. Government to claim VAT refunds, the bidders shall indicate VAT separately. The supplier shall furnish tax invoice in accordance with New Delhi VAT regulations.
9. Kindly prepare your quotations clearly giving break-up of Excise duty, Vat and Central Sale Tax if applicable.
10. Your offer should be valid for at least 90 days from the submission date.
11. Please quote for only available model. Bidders are requested to please clearly mention make/model of quoted product. Please advise lead time of delivery and warranty period.
12. **Delivery Time:** Please quote for available product and mention delivery time in your proposal.
13. For any technical queries kindly e-mail at mehtan@state.gov & sharmac@state.gov on or before 29th April 2016. The answers to the queries will be shared with all prospective bidders. Any query received after crossing this deadline will not be entertained.
14. **Submission of the offer: The quotation must be submitted electronically (via email) no later than 1400hours local time on or before 09th May 2016 only at: Newdelhibids@state.gov with subject line "Request for Solicitation#SIN65016Q0058 for "Purchase of Commuter Bus". Please do not submit your quotations via courier.**
15. If any offer is received late, accepting or rejecting the offer shall be at the sole discretion of the Contracting Officer (CO)
16. Quotations submitted at any other email id and after the due date and time given shall be dealt with in accordance with the procedures in FAR provision 52.212-1(f).
17. This purchase shall be bound by the FAR & DOSAR clauses, Full text of a clause may be accessed electronically at this address: <http://www.acqnet.gov/far> DOSAR clauses may be accessed at: <http://www.statebuy.state.gov/dosar/dosartoc.htm>.

Kindly submit following documents along with your offer:

- a) Make/model details along with technical specifications/catalog/Image of the offered product.
- b) Offer without the technical catalog/data sheet shall not be considered for further evaluation.
- c) The offeror agrees to hold the prices in its offer firm for 90 days calendar days from the date specified for receipt of offers, unless another time period is specified in an addendum to the solicitation.
- d) List of clients along with their contact details where you have supplied similar type of vehicles.
- e) Delivery time: As per manufacturer's schedule.

Late submissions, modifications, revisions, and withdrawals of offers:

- (1) Quotation submitted at any other email id and after due date and time given shall be dealt with in accordance with procedures in FAR provision 52.212-1(f).
- (2) This purchase shall be bound by the FAR & DOSAR clauses. Full text of a clause may be accessed electronically at this address: <http://www.acqnet.gov/far> DOSAR clauses may be accessed at: <http://www.statebuy.state.gov/dosar/dosartoc.htm>
- (3) Offerors are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach the Government office designated in the solicitation by the time specified in the solicitation.
- (4)(i) Any offer, modification, revision, or withdrawal of an offer received at the Government office designated in the solicitation after the exact time specified for receipt of offers is "late" and will not be considered unless it is received before award is made, the Contracting Officer determines that accepting the late offer would not unduly delay the acquisition;
- (ii) However, a late modification of an otherwise successful offer, that makes its terms more favorable to the Government, will be considered at any time it is received and may be accepted.

(5) Acceptable evidence to establish the time of receipt at the Government installation includes the time/date stamp of that installation on the offer wrapper, other documentary evidence of receipt maintained by the installation, or oral testimony or statements of Government personnel.

(6) If an emergency or unanticipated event interrupts normal Government processes so that offers cannot be received at the Government office designated for receipt of offers by the exact time specified in the solicitation, and urgent Government requirements preclude amendment of the solicitation or other notice of an extension of the closing date, the time specified for receipt of offers will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal Government processes resume.

(7) Offers may be withdrawn by written notice received at any time before the exact time set for receipt of offers. Oral offers in response to oral solicitations may be withdrawn orally. If the solicitation authorizes facsimile offers, offers may be withdrawn via facsimile received at any time before the exact time set for receipt of offers, subject to the conditions specified in the solicitation concerning facsimile offers. An offer may be withdrawn in person by an offeror or its authorized representative if, before the exact time set for receipt of offers, the identity of the person requesting withdrawal is established and the person signs a receipt for the offer.

Contract award (not applicable to Invitation for Bids): The Government intends to evaluate offers and award a contract without discussions with offerors. Therefore, the offeror's initial offer should contain the offeror's best terms from a price and technical standpoint. However, the Government reserves the right to conduct discussions if later determined by the Contracting Officer to be necessary. The Government may reject any or all offers if such action is in the public interest; accept other than the lowest offer; and waive informalities and minor irregularities in offers received.

Multiple awards: The Government may accept any item or group of items of an offer, unless the offeror qualifies the offer by specific limitations. Unless otherwise provided in the Schedule, offers may not be submitted for quantities less than those specified. The Government reserves the right to make an award on any item for a quantity less than the quantity offered, at the unit prices offered, unless the offeror specifies otherwise in the offer.

System for Award Management: Unless exempted by an addendum to this solicitation, by submission of an offer, the offeror acknowledges the requirement that a prospective awardee shall be registered in the SAM database prior to award, during performance and through final payment of any contract resulting from this solicitation. If the Offeror does not become registered in the SAM database in the time prescribed by the Contracting Officer, the Contracting Officer will proceed to award to the next otherwise successful registered Offeror. Offerors may obtain information on registration and annual confirmation requirements via the SAM database accessed through <https://www.acquisition.gov>.

Other Requirement:

- DUNS number of your company and Proof of being registered on SAM (System for Award Management). If not already registered offeror must initiate the process of obtaining DUNS number and being registered on SAM. Order will not be placed on a supplier who is not registered on SAM, as it is mandatory to have the DUNS number for the purpose releasing supplier payment.
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Evaluation Factors:

- Award will be made to the "Lowest Price Technically Acceptable" offer. The U. S. Government reserves the right to reject any offer that is unreasonably low or high.
- Record of Satisfactory Past performance.
- The U. S. Government reserves the right to reject any offer that is unreasonably low or high in price.
- Offer acceptability will be determined by assessing the bidder's compliance with the terms of the RFQ. The offeror must properly complete and submit all sections of the solicitation. Proposals which do not comply with the RFQ may be rejected on that basis.

- The Government will determine bidder responsibility by analyzing whether the apparent successful bidder complies with the requirements of FAR 9.1, including:
- adequate financial resources or the ability to obtain them;
 - ability to comply with the required performance period, taking into consideration all existing commercial and governmental business commitments;
 - satisfactory record of integrity and business ethics;
 - necessary organization, experience, and skills or the ability to obtain them;
 - necessary equipment and facilities or the ability to obtain them; and
 - be otherwise qualified and eligible to receive an award under applicable laws and regulations.

Terms and Conditions:

- If your proposal/ offer are accepted, American Embassy will issue a U S Government purchase order and fixed price purchase order.
- American Embassy does not make advance payment.
- Payment terms: Payment shall be made thru EFT (electronic fund transfer) within Net 30 days of receipt of vehicle with proper original invoice at American Embassy, New Delhi.
- Invoice: original invoice should be mailed/addressed direct to the American Embassy, Financial Management Center (FMC), Shantipath, Chanakyapuri, New Delhi.
- If any offer is received late, accepting or rejecting the offer shall be at the sole discretion of the Contracting Officer (CO)
- The quotation must be submitted electronically no later than 1400hours local time on or before 9th May 2016 only at: Newdelhibids@state.gov with subject line "Request for Solicitation#SIN65016Q0058 for "Purchase of Commuter Bus". Please do not submit your quotations via courier.

Important: The Embassy reserves the right to reject any or all offers and to delete any portion/or items of the solicitation. Your offer should be valid for at least 90 days from the submission date. Once the Purchase Order is awarded, the prices shall hold good till the delivery is completed.

Name of the Offeror _____

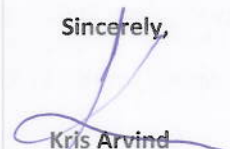
Signature _____ Dated _____

Telephone # _____

Fax # _____

Email Id: _____

Sincerely,


Kris Arvind
Contracting Officer